

City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 2019-04

DATE: APRIL 1, 2019

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: ^{H.D.} HEATHER DIEZ, PE, DEPUTY DIRECTOR, DEVELOPMENT AND RIGHT OF WAY, DEPARTMENT OF TRANSPORTATION AND ENVIRONMENTAL SERVICES

SUBJECT: PARTIAL RELEASE OF FINAL SITE PLAN

Partial Release of the Final Site Plan gives the applicant the ability to begin working on the demolition, dry/wet utility installation, and foundation to grade portions of a project prior to the full release of the Final Site Plan. Partial Release is requested at Final Site Plan Submission #2 and typically associated with extensive utility installation, building demolition, and/or large-scale excavation. Once the site layout is finalized and comments related to the Partial Release sheets are satisfied, the request may be granted and a list of the requirements for Partial Release will be provided that are specific to the project. Listed below are general items required for the Partial Release to be approved.

Plan sections required to be approved with no outstanding comments through normal review prior to Partial Release:

1. Demolition/Erosion Control Phase I with details and narratives
2. Stormwater Management (Quality and Quantity)
3. BMPs Design and Details
4. Utility Plans and Profiles

Note: All items required by new stormwater regulations must be completed and accepted on the plan.

Non- plan documents/other items required to be approved prior to Partial Release:

1. Construction Management Plan/TCP (make sure to include information to address approved Conditions)
2. SWPPP or Construction General Permit (including response from Virginia DEQ)
3. BMP Maintenance Agreement recorded (including detention if detention provided)
4. Phase I Environmental Site Assessment (ESA)
5. Phase II ESA, HASP, Remediation Plan, Soils Management Plan, etc. (if required)
6. Geotechnical report
7. Water Quality Improvement Fund (WQIF) request letter

8. Bond Estimate for entire project
9. Bond posted and approved

Required post-partial release:

1. Preconstruction meeting with C&I Staff
 - a. RLD, SWPPP Operator, etc. to attend
 - b. Letter to C&I designating RLD and copy of license
2. Encroachment ordinance

Partial Release Bond and Fees:

(specific fees will be finalized during Final Site Plan review)

1. Performance Bond- based on bond estimate
2. Engineering & Inspection fees- based on bond estimate
3. Street Cleaning Deposit (post as cash bond with cashier's check)
4. WQIF- paid based on untreated impervious area
5. VSMP Fees per Memo 08-14 ([LINK](#))

Note: Additional fees will be required with release of the full Final Site Plan.